

<b>PPMR</b> <b>CHECKLIST FOR MOTOR VEHICLE FILES</b>		
Tag Number -	YES	NO
1. Copy of Certification of Origin		
2. Copies of Receipt Documentation		
a. GSA Motor Vehicle Requisition		
b. Delivery Order		
c. Screen Print From PMIS/PROP		
d. Other:		
3. Copies of documentation forwarding tags, credit card, vehicle decals to APO.		
4. * Copies of Annual Vehicle Safety Inspections		
5. * Copies of documentation for Quarterly Operational Data. (Non-Voyager)		
6. Other: AD-112's for Damages Disposal Documents (AD-112, SF-126, AD-107)		
7. * Home-to-Work Transportation: Copies of form AD-578 Does employee's job series qualify		
8. Physical Vehicle Inspection a. USDA Decal* b. Penalty for Unofficial Use* c. Gov't Tags* d. Other (specific agency/office ID, No Smoking, etc.)		
9. Remarks		

\* Regulatory

APO Name: \_\_\_\_\_

APO Number: \_\_\_\_\_

<b>PPMR</b> <b>ACCOUNTABLE PROPERTY OFFICER FILES</b>		
	<b>YES</b>	<b>NO</b>
1. Inventories a. Copy of current inventory* b. Contains APO signature c. Copies of corresponding purchase order/purchase card document for inventory items (w/in file year).		
2. Transfers* a. Copies of signed documents from both APO's (for accountable property) includes memo, AD-107, or screen print from PROP b. Document contains applicable information, description, serial number, & NFC identification number.		
3. Excess/Disposal* a. Copies of excess reports b. Signature of APO c. Documentation reported to DEPPC/GSA d. Documentation of DEPPC/GSA actions e. Copies of AD-112 documenting local disposition f. APO signature documenting disposal action g. Documentation for disposal of non accountable property		
4. Purchase Orders a. Receipt documents for accountable property* b. Includes descriptions, acq. amount, serial number, NFC identification number c. Signature		

APO Name: \_\_\_\_\_

APO Number: \_\_\_\_\_

<b>PPMR</b> <b>ACCOUNTABLE PROPERTY OFFICER FILES</b> (continued)		
5. Purchase Card Transaction a. Copies of Documentation b. What type and with what information		
6. Donation Programs a. Copies of excess requests b. Documentation of screening* c. Copies of SF-122's d. Required signatures		
7. Remarks		

\*Regulatory